



# POSITION ANNOUNCEMENT

Nancy S. Grasmick  
State Superintendent of Schools

Division of Rehabilitation Services · 2301 Argonne Drive · Baltimore, MD 21218 · 410-554-9393 · 410-554-9399 TTY/TDD

## DIVISION OF REHABILITATION SERVICES WORKFORCE & TECHNOLOGY CENTER

JUNE 23, 2005

### CONTRACTUAL

**POSITION TITLE:** Staff Specialist II

**SALARY:** State Salary Grade 16  
Hourly Rate: \$18.50 - \$24.96

**LOCATION:** 2301 Argonne Drive  
Baltimore MD 21218

**NATURE OF WORK:** This is a clinical level position with the Division of Rehabilitation Services, Rehabilitation Technology Services Program, that specializes in the application of microcomputer based and other assistive technologies that when applied, promote employment, economic self-sufficiency and/or independence of individuals with disabilities.

**DUTIES AND RESPONSIBILITIES:** Develop and update small group basic computer literacy skills and assistive technology application training curricula. Provide and/or coordinate classroom training. Develop and maintain instructional classroom(s), PC computers, OS and application software and related assistive technologies. Develop and maintain classroom/training procedures including student assessment, updated training calendar, scheduling procedures and capital budget requests. Address case management issues related to caseload. Promote and market the training program. Services are provided at the Workforce & Technology Center and in the community

**MINIMUM QUALIFICATIONS:**  
**EDUCATION:** Possession of a Bachelor's Degree in special education, computer science, rehabilitation counseling, any health/therapy field, or a related field is required.  
**EXPERIENCE:** Two years of administrative, teaching or rehabilitation work in or affiliated with education or rehabilitation programs. A Master's Degree in special education, computer science, rehabilitation counseling, any health/therapy field, or a related field may be substituted for the two years of experience.

**ESSENTIAL REQUIREMENTS:** Knowledge of application and operation of PC computers and related assistive technology, ability to provide individualized or small group training on assistive technology; ability to communicate with individuals with disabilities to provide case management; and ability to work as a member of an interdisciplinary rehabilitation team.

**PROCEDURE FOR APPLICATION:** Applicants must complete the Maryland State Department of Education Application for Employment indicating application for Contractual Staff Specialist II. The Application and any support documentation must clearly demonstrate that the applicant meets the prerequisite Minimum Qualifications and possesses the Essential Requirements for the position. To obtain a Position Announcement and a State Application, please call the JobLine (410) 554-9396. TDD # (410) 554-9399, or visit our website [www.marylandpublicschools.org/MSDE/aboutmsde/jobs](http://www.marylandpublicschools.org/MSDE/aboutmsde/jobs) or [www.dors.state.md.us/DORS/AboutDORS/employment/positions.htm](http://www.dors.state.md.us/DORS/AboutDORS/employment/positions.htm). Completed applications and inquiries must be directed to the Linda Watts, DORS Personnel, Division of Rehabilitation Services, 2301 Argonne Drive, Baltimore, MD 21218. All applications will be acknowledged and must be received by the Closing Date. Appropriate accommodations for individuals with disabilities are available upon request.

---

**AFFIRMING EQUAL OPPORTUNITY IN PRINCIPLE AND PRACTICE**

**CONDITIONS OF  
EMPLOYMENT:**

Proof of eligibility to work in compliance with the Immigration Reform and Control Act, and travel throughout the State are required. Any misrepresentation of academic or experience requirements for this position may result in nonselection or termination of employment.

**CLOSING DATE:**

July 11, 2005